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DD/ST# 1296-69

1 APR 1969

MEMORANDUM FOR: DD/S&T Records Management Officer

SUBJECT: Quarterly Report on Records Purge

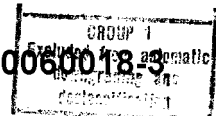
1. Following is the OSI Records Purge report for the 3rd quarter, FY 69. In summary, our Records Center holdings increased by about 40 cu.ft. during the period. However, in the spirit of the Agency's records purge program, we undertook specific actions to keep our holdings at a minimum.

2. During the past three months, the remaining OSI contract-related records in our Records Center holdings were screened. This involved a review of about 50 boxes of records, including correspondence and reports, in preparation for their transfer to Archives. The effort resulted in the elimination of duplicate records.

3. During the period we gave permission to the Chief, Records Center, to destroy 18 cu.ft. of OSI publications that were stored in the DDI Vital Materials Collection. While this action did not affect OSI holdings, it did contribute to the overall Agency effort to reduce its Records Center holdings. Also, we destroyed at least 20 cu.ft. of publication materials which would have been sent to the Center prior to the records purge program. This was the result of greater selectivity in the transfer of records categorized as Intelligence Collection and Reference Publications.

4. Finally, the transfer of about 40 cu.ft. of records to the Records Center, in accordance

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with our Records Control Schedule, increased our holdings in the Center to an estimated 1,045 cu.ft. However, our holdings continue to be about 15 percent less than the August 1968 level, reported to be at 1,215 cu.ft.

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Assistant Executive Officer
Scientific Intelligence

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